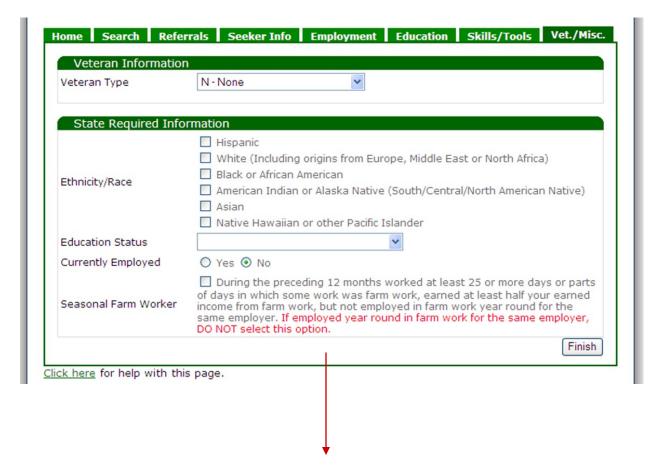
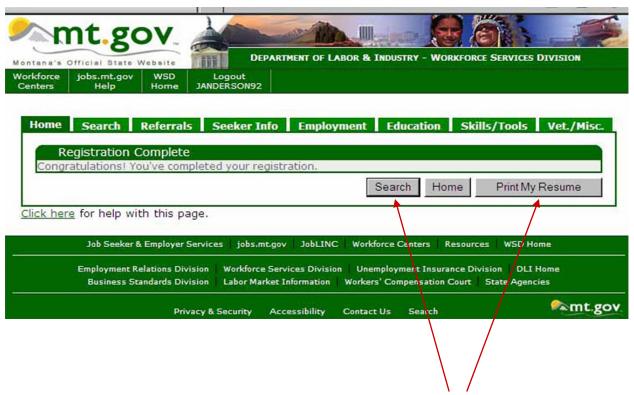
Job Seeker Registration



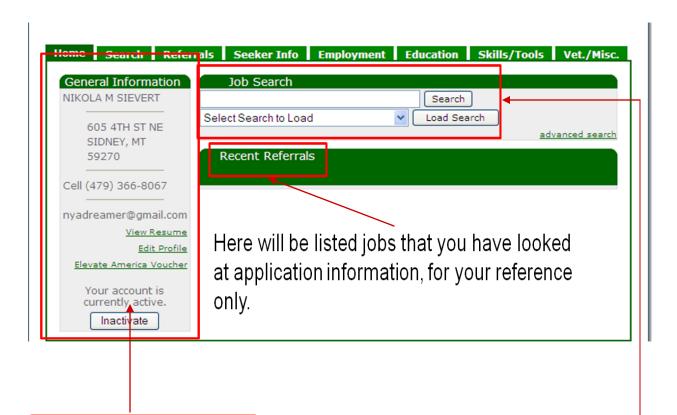
Mark the appropriate boxes. This will not print on your resume and will not be shared with employers.

Job Seeker Registration



Registration is complete! You may now search for jobs and see the application/referral instructions. You can also print a resume from your account.

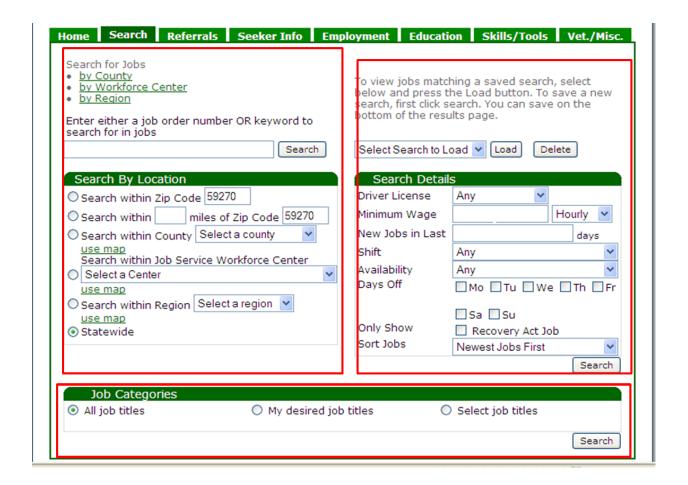
Job Seeker Home Tab



In the General Information box is your information, a link to your resume, and a link to edit your profile.

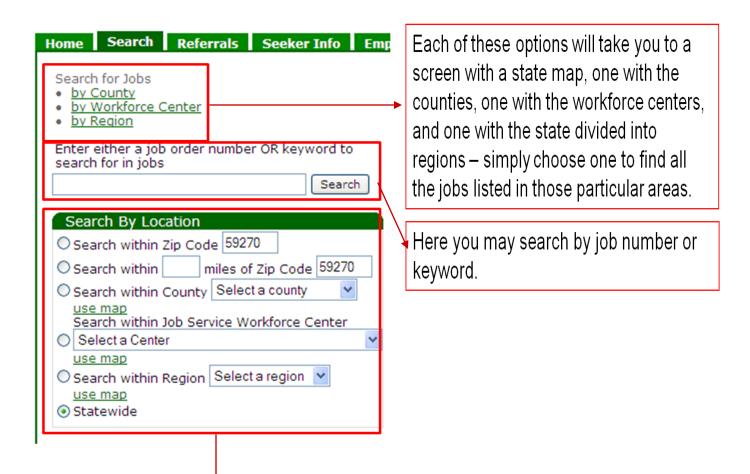
Here you may do a search of jobs, or load a saved search. For more search options click on the Search tab (next to the Home tab at the top).

Job Seeker Search Tab



Sections are explained in the next three slides

Job Seeker Search Tab



Here you may search by a specific location – Zip Code, a certain radius of a Zip Code, a County, a Workforce Center, a Region or Statewide. If you search by County, Workforce Center, or Region, you can use the drop down box to select or click on 'use map' to select from the map.

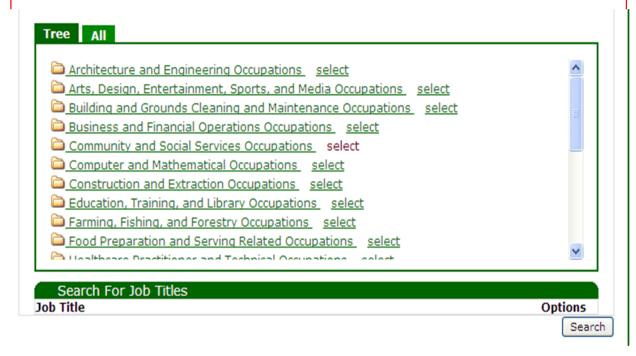
Job Seeker Search Tab

Education Skills/Tools Vet./Misc. oyment After you conduct a search based on certain To view jobs matching a saved search, select criteria, you may save it. below and press the Load button. To save a new search, first click search. You can save on the Then you can load that bottom of the results page. search and it will use the Load Delete Select Search to Load > same criteria to search again. Search Details Driver License Any Minimum Wage Hourly New Jobs in Last days Shift Any Here you can search by Availability Any certain other details. For Days Off □Mo □Tu □We □Th □Fr example, if you want a job with a CDL use the top □Sa □Su drop down box. Or if you Only Show Recovery Act Job Sort Jobs just to see jobs that pay a Newest Jobs First certain amount or higher. Search Once you've entered your criteria, click search to see jobs that fall into that category.

Job Seeker Search Tab



You may also search by certain job titles – All, Ones that you've specified on the Employment tab under Desired Employment, or you can select certain job titles. When you click on Select job titles the list of titles (pictured below) will appear. Choose which titles you would like to search for and then click on search.

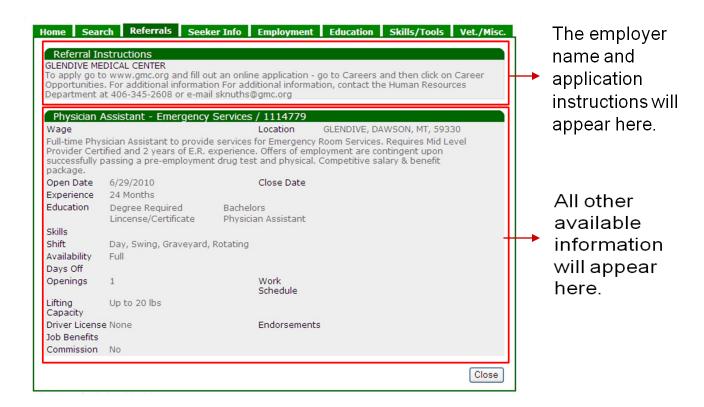


Job Seeker Search Tab

Home	Search	Referrals	Seeker Info	Employment	Education	Skills/Tools	Vet./Misc.
Like your search results? Scroll to the bottom of this page to save this search so you can run it when you return. To refine your search, click on the close button below, or search tab above.							
S	earch Res	ults					
94 items found, displaying 1 to 10. [First/Prev] 1 , <u>2</u> , <u>3</u> , <u>4</u> , <u>5</u> , <u>6</u> , <u>7</u> , <u>8</u> [Next/Last]							
Accompanist / 1114783 Wage: Location: GLENDIVE, DAWSON, MT, 59330 Posted: 6/29/2010 Part-Time Accompanist for 2010-2011 School Year. Pay to be discussed. Must pass a fingerprint ba							
By sel	ecting "Hov	v to Apply" you	ur name <u>could</u> be	e shared with thi	s employer _	How to Apply	
Wage	: Location:		WSON, MT, 5933	30 Posted: 6/29/ Boys Basketbal		mentary school l	evel f
By sel	ecting "Hov	v to Apply" you	ur name <u>could</u> be	e shared with thi	s employer	How to Apply	
Wage	: Location:	l <mark>ub Advisor / 1</mark> GLENDIVE, DA Assistant Girl	WSON, MT, 5933	30 Posted: 6/29/ ach, Assistant Boy	2010 ys Basketball ($\overline{}$	lub A
By sel	ecting "Hov	v to Apply" you	ur name <u>could</u> be	e shared with thi	s employer _	How to Apply	
Wage		GLENDIVE, DA		30 Posted: 6/29/ evel for the 2010		Year Head Foo	tball
By sel	ecting "Hov	v to Apply" you	ur name <u>could</u> be	e shared with thi	s employer	How to Apply	
Wage	: Location:	GLENDIVE, DA		4779 30 Posted: 6/29/ s for Emergency F			ev <mark>e</mark>
By sel	ecting "Hov	v to Apply" you	ur name <u>could</u> be	e shared with thi	s emplover	How to Apply	

Once a job search has been performed the jobs will be listed. You will see the job title, the job number, the wage, the location (city, county, st, zip). To see more information, click on How to Apply (by clicking this you are not applying for the job automatically).

Job Seeker Search Tab



Clicking the How to Apply button does not mean you are applying for the job, it simply takes you to this screen with more information.

JOB SEARCH PROCESS Job Seeker Search Tab

- Make sure to follow the application instructions on the How to Apply screen
- Some employers require a specific job application that can be acquired through job service. Many of these can be sent from job service through email, fax, or mail. You can request an application by calling or emailing your local job service.
- Looking at How to Apply does not notify the employer that you have viewed that job.

Job Seeker Search Tab



Occasionally a job will give the option of emailing your resume directly to the employer. To do so, click on 'Send this Employer My Resume as an Attachment.' (the screen will change to the below) You may choose one that you have created yourself (top option) or you may send the resume that was created in this website from the information you entered (bottom option). You should preview the resume prior to sending.



Job Seeker Information/Resume

Home Search Referrals Seeker Info Employment Education Skills/Tools Vet./Misc.

- Using the Seeker Info, Employment, Education, Skills/Tools, and Vet./Misc tabs you may update or change your information at any time.
- If you open your resume (Home tab) and decide to update your information. Please close your resume, then make your updates, then re-open your resume.



Who is entitled to Veteran's Preference in Employment

5-Point Preference

Five points are added to the **passing** examination score or rating of a veteran who served:

- During a war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; **or**
- During the Gulf War from August 2, 1990, through January 2, 1992; or
- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or
- In a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligibles separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.

10-Point Preference

Ten points are added to the passing examination score of:

- A veteran who served any time and who (1) has a present service- connected disability or (2) is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs. Individuals who received a Purple Heart qualify as disabled veterans.
- An unmarried spouse of certain deceased veterans, a spouse of a veteran unable to work because of a service-connected disability, and

A mother of a veteran who died in service or who is permanently and totally disabled.

General Requirements for Preference

To be entitled to preference, a veteran must meet the eligibility requirements in section 2108 of title 5, United States Code. This means that:

- An honorable or general discharge is necessary.
- Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference unless they are disabled veterans.
- Guard and Reserve active duty for training purposes does not qualify for preference. When applying for Federal jobs, eligible veterans should claim preference on their application or resume. Applicants claiming 10-point preference must complete form <u>SF-15</u>, <u>Application for 10-Point Veteran Preference</u>.

Notice of Priority of Service for Veterans and Eligible Spouses of Veterans

• Definitions:

Covered Person – Veteran or Eligible Spouse.

O Veteran - A person who:

Served at least one (1) day in the active military, naval, or air service, and was discharged or released there from with other than a dishonorable discharge (active service includes full-time Federal service (typically referred to as Title 10) in the National Guard or a Reserve component).

- O Eligible Spouse The spouse of any of the following:
- ★ Any veteran who died of a service-connected disability, or
- → Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days: (i) Missing in action; (ii) Captured in line of duty by a hostile force; or (iii) Forcibly detained or interned in line of duty by a foreign government or power, or
- ★ Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs, or

Any veteran who died while a disability, as indicated in previous bullet of this section, was in existence.

Proof of Status:

A DD Form 214 is the most recognized document, however, if this document is not readily accessible, please advise the Job Service staff of your situation.

Services offered under Priority of Service:

With respect to any qualified job training program, a covered person shall be given priority over a non-covered person for the receipt of employment, training, and placement services provided under that program, notwithstanding any other provision of the law.

Priority, in the context of providing priority of service to covered persons in qualified job training programs, means the right to take precedence over non-covered persons in obtaining services. Depending on the type of service or resource being provided, taking precedence may mean:

The covered person receives access to the service or resource earlier in time than the non-covered person, or

If the service or resource is limited, the covered person receives access to the service or resource instead of or before the non-covered person.

Please see Job Service staff for applicable eligibility requirements for specific training programs. Please identify yourself as a **Veteran** or **Eligible Spouse** to our staff.

How to obtain your Military Service Records

Your Military Service Records can be obtained several different ways.

- 1. If you're comfortable using a computer and navigating the internet you can go to http://www.archives.gov/veterans/evetrecs/index.html and follow the online instructions. Please remember when requesting records on-line there is a signature verification page that needs to be printed out and either faxed or mailed to the Processing Center before a search will be conducted for your records.
- 2. If you would rather complete a hard copy request you must complete a "Standard Form 180 (SF 180). It is HIGHLY recommended that you receive assistance from a Veterans Service Officer in completing the hard copy SF 180. A copy of the SF 180 and Instruction sheet are on the two following pages.

Information needed to complete the online request or hard copy SF 180:

Required information

- The veteran's complete name used while in service
- Service number
- Social security number
- Branch of service
- Dates of service
- Date and place of birth (especially if the service number is not known).

If you suspect your records may have been involved in the 1973 fire, also include:

- Place of discharge
- Last unit of assignment
- Place of entry into the service, if known.
- All requests must be **signed** and **dated** by the veteran or next-of-kin.

If you are the next of kin of a deceased veteran, you must provide proof of death of the veteran such as a copy of death certificate, letter from funeral home, or published obituary.

How to obtain your Military Service Records

Recommended Information:

While this information is not required, it is extremely helpful to NPRC staff in understanding and fulfilling your request:

- The **purpose or reason** for your request, such as applying for veterans benefits, preparing to retire, or researching your personal military history.
- Any deadlines related to your request. We will do our best to meet any priorities. For
 example, you may be applying for a VA-guaranteed Home Loan and need to provide proof
 of military service by a specific date.

Any other specific information, documents or records you require from your Official Military Personnel File (OMPF) besides your Report of Separation (DD Form 214).

Emergency Requests and Deadlines:

If there is an emergency or deadline associated with your request, please explain this in the "Comments" section of eVetRecs or in the "Purpose" section of the SF-180 so that we fully

understand the situation and we will do our best to meet your priority.

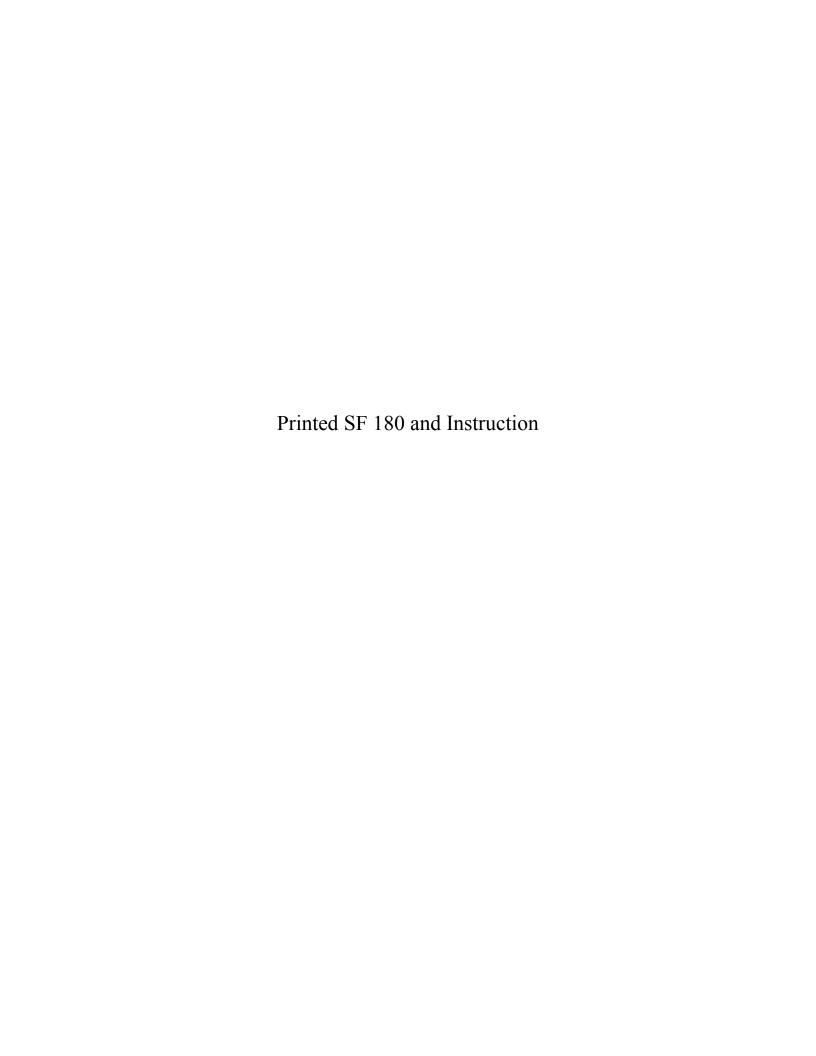
If your request involves a burial in a National Cemetery operated by the Department of Veterans Affairs, the cemetery staff will work directly with us to obtain the required records for the service. If your request involves funeral services provided by a non-VA/private provider, the next of kin may fax the request (including signature of the next of kin) to us at 314 801-0764. If your request involves the burial of a Marine Corps veteran, you may contact the USMC Liaison Officer at 314 538-3155.

Where to send my requests?

You can mail or fax your **signed** and **dated** request to the National Archives's National Personnel Record Center (NPRC). Most, but not all records, are stored at the NPRC. **Be sure to use the address specified by eVetRecs or the instructions on the SF-180.** The locations of military service records for active and retired personnel are listed at **Location of Military Service Records**.

NPRC Fax Number: 314-801-9195

NPRC Mailing Address: National Personnel Records CenterMilitary Personnel Records9700 Page AvenueSt. Louis, MO 63132-5100**314-801-0800** Please note that requests which are sent by Priority Mail, FedEx, UPS, or other "express" services will only arrive at the NPRC sooner. They will not be processed any faster than standard requests. See the section above on emergency requests and deadlines.







Section 3

Veterans Benefits

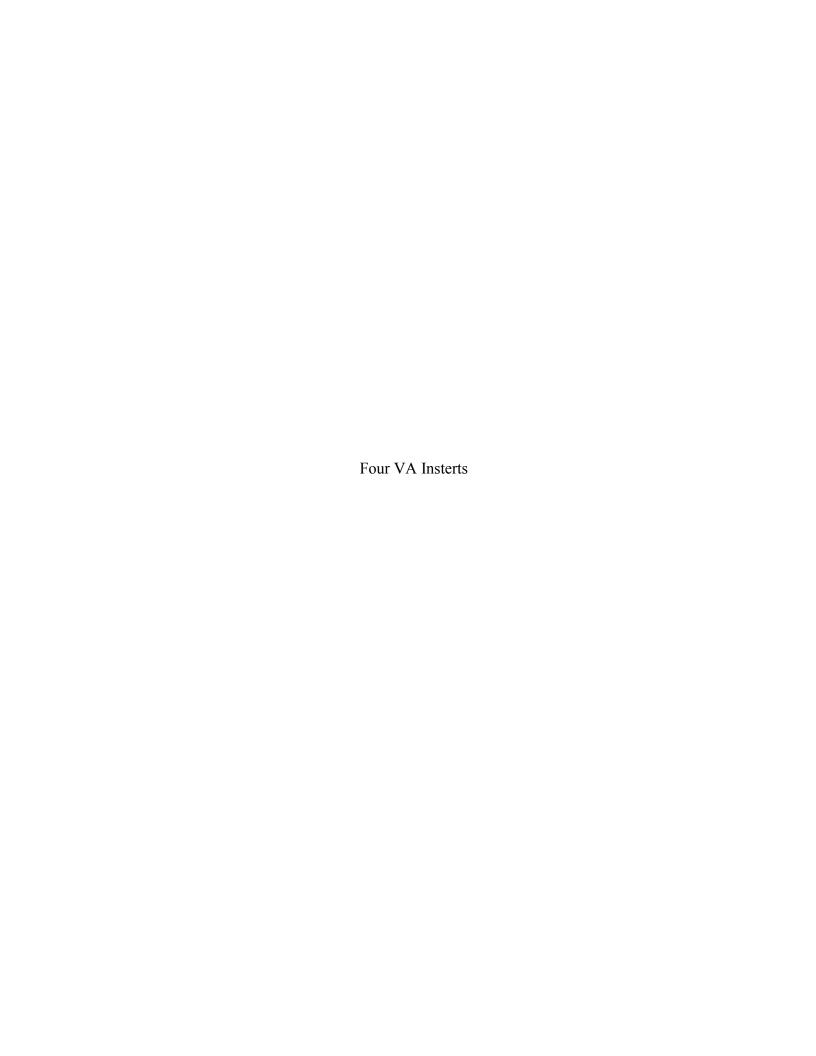




State of Montana Veterans Benefits

Highlights:

- Free Montana Veterans Affairs Division Service Officer assistance
- \bullet Free recording and copies of discharge papers If you recorded your DD214 at the Dawson County Courthouse, the Clerk and
- Recorders office you can get certified copies there
 \$250.00 death payment payment made by county of residence
 A certified copy must be submitted to the funeral home.
- \$70.00 grave marker payment payment made by county of residence
- Employment assistance local Montana Job Service office Veterans and Spouses receive Priority of Service
- Montana Veterans Homes Department of Public Health and Human Services
- Free license plate and vehicle registration waiver qualified disabled veterans
- Reduced or no real property taxes qualified disabled veterans
- Free fishing/hunting license -qualified disabled veterans
- Burial in State Veterans Cemeteries
- College tuition waivers



Social Security Administration

Office Address: SOCIAL SECURITY

ROOM 100

2900 4TH AVE N

BILLINGS, MT 59101

Phone Numbers:

Local Number 1-800-453-0524

National Toll-

1-800-772-1213

Free TTY

1-406-247-7284

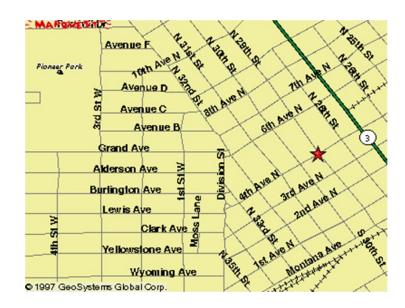
Office Hours:

MONDAY - FRIDAY:09:00 AM - 04:00 PM

Office Information:

GEOGRAPHICALLY HUGE SERVICE AREA -- PREFER TELEPHONE APPOINTMENTS. LOCATED IN NEW FEDERAL BLDG DOWNTOWN, ACROSS FROM LINCOLN CENTER. OFFICE IS LOCATED AT THE CORNER OF 4TH AVE NORTH & NORTH 29TH STREET. THERE ARE 3 HANDICAPPED PARKING SPACES ON THE CORNER JUST OUTSIDE THE ENTRANCE TO THE BUILDING. 1 IS ON 4TH AVE & 2 ARE ON NORTH 29TH STREET.

Map:







Section 4

Education





Education Inserts-upward bound-troops to teachers—apprenticeship and training, Application for VA Education Benefits, VA Voc rehab..etc

Section 5

USERRA



